

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – MARCH 18, 2021 at 7:30 AM**

Note: Due to the state of emergency associated with the COVID-19 pandemic, KWD Trustees held this meeting through remote access. Notice of this meeting was posted on the KWD Facebook and Webpage.

The meeting was called to order at 7:30 a.m. by President Hodsdon.

Trustees present: Al Hodsdon, President; Amy Stabins, Vice-President; J. Michael Talbot, Treasurer; Jeff Earickson, Assistant Treasurer; Sarah Whateley, Clerk; Karl Dornish, Trustee; Allan Fuller, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee; Bruce Williams, Trustee
(Remote Access)

Trustees absent: None

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Jeff Longfellow, KWD Engineering Manager; Matt Zetterman, KWD Technology Manager; Benny LaPlante, KWD Service Manager; Robbie Bickford, KWD Water Quality Manager; Sue Markatine, KWD Recording Secretary
(Remote Access)

ITEM 1: INTRODUCTION OF GUESTS

None

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF MARCH 4, 2021.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of March 4, 2021," seconded by Trustee Earickson.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the March 18, 2021 total warrant of checks released for \$225,775.02," seconded by Trustee Earickson.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

ITEM 4: REVIEW OF FEBRUARY FINANCIAL STATEMENTS

The Trustees were provided with the February/Year-to-Date 2021 Financial Statements and Accounts Receivable Aging Report, and a brief review was conducted.

ITEM 5: APPROVAL/MOTIONS NEEDED**A. Vehicle #20 Replacement**

The Trustees were provided with the bid specifications and a request for authorization to purchase memo which included proposals from two bidders for the replacement of a 2010 Ford Escape SUV with a 2021 Dodge Ram pick-up style truck.

Motion by Trustee Richards, “to accept the low bid from Quirk Auto Group for a 2021 Dodge Ram 1500 Classic Tradesman for the net price of \$30,867.00 (after trade-in allowance),” seconded by Trustee Earickson.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

B. Tyler Technologies PACE Program

The Board members were provided with a request for authorization memo outlining the benefits of entering an agreement with Tyler Technologies for a software training program, which includes ten instructional days, called Planned Annual Continuing Education (PACE-10).

Motion by Trustee Dornish, “to approve the KWD enrollment in the Tyler Technologies PACE-10 program for \$8,775.00,” seconded by Trustee Richards.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

ITEM 6: PRESENTATION AND DISCUSSION ON KWD BILLING PROCESS TIMELINE

Mr. Crouse conducted a slide presentation and answered questions from the Board members regarding the KWD billing and collection process and timeline.

ITEM 7: GENERAL MANAGER REPORT

The Trustees were provided with the General Manager’s report, and a brief review was conducted by Mr. Crouse.

In addition to his report, Mr. Crouse read a memo from a customer giving kudos to KWD Utility Technician, Tylen Pooler, for his aid and professionalism when responding to their after-hours emergency.

Motion by Trustee Talbot, “to accept the General Manager’s Report as presented,” seconded by Trustee Earickson.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

ITEM 8: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS

Trustee Fuller requested that Board members receive a copy of a detailed listing of the vehicles owned by KWD.

Trustee Williams inquired if KWD has any major upgrades scheduled for the Fairfield area in 2021. Mr. Longfellow replied that KWD has no major projects scheduled but will have some maintenance in conjunction with the planned pavement projects.

Trustee Richards, who is a member of the Town of Vassalboro's Budget Committee, commented that Mary Sabins, Vassalboro's Town Manager, expressed her appreciation for recent information she received from Mr. Crouse.

ITEM 9: PUBLIC PARTICIPATION

None

ITEM 10: AS NEEDED: EXECUTIVE SESSION**A. 1 MRS §405-6D, Labor Negotiations****B. 1 MRS §405-6C, Real Estate Transactions**

Executive Session was not necessary.

Motion by Trustee Talbot, "to adjourn the meeting," seconded by Trustee Earickson.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

Meeting adjourned at 8:40 a.m.

Sue Markatine, Recording Secretary